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Chief, Management Staff

26 June 1959

Chief, Records Management Staff

Weekly Report for Week Ending 26 June 1959

1. Contributions

a. Tangible

(1) Thirteen Agency offices transferred 460 cu. ft. of inactive records to the Center.

(2) Fifty-three cu. ft. of records were destroyed by the Center; balance awaiting destruction 636.

(3) Completed six revised forms. Made seven forms obsolete.

b. Intangible

(1) Developed a new form for the Office of Comptroller which will eliminate two forms now used for the same basic purpose.

2. Assignments - Active

a. Forms

(1) Twenty new and 16 revised forms in process.

(2) Teletype Dissemination Information Reports and Systems.

(3) Revision of Dispatch Forms.

(4) Improved Management of Stocked Forms.

(5) Uniform Information Report.

(6) New Building Project.

(7) Agency Chain Envelope. Action taken to remove six stocked envelopes from Supply System and replace them with two new ones. Developed filler to encourage the return of excess accumulation of envelopes to Supply Room.

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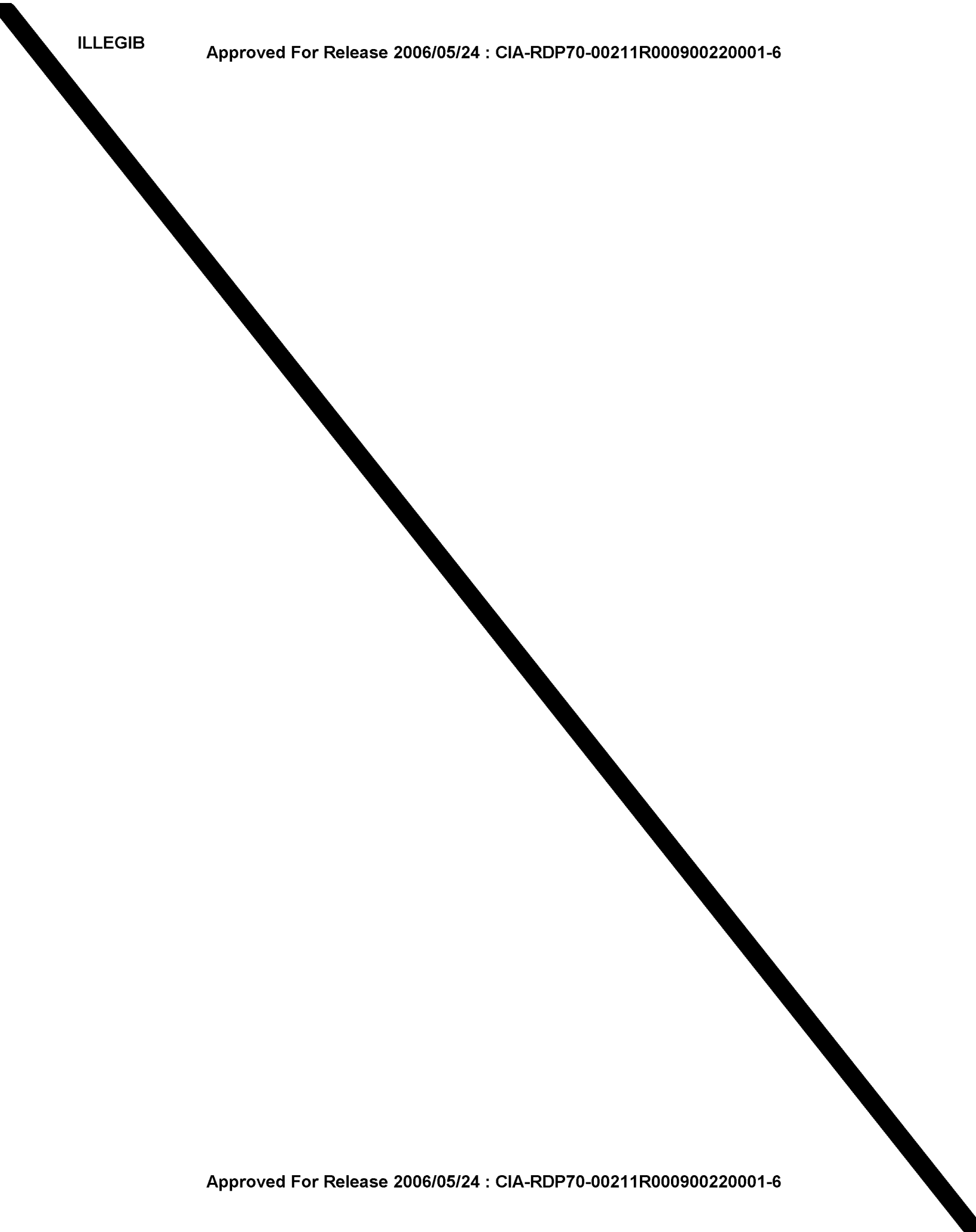

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(4) Revision of Training Material to be taken by OSP. [illegible] slide Visual Aids being prepared for use by OSP.

(5) Demonstrator File [illegible] Subject-Numeric System. Obtained surplus file cabinet and stocked it with unclassified material for use as OSP training aid and demonstration of the Agency's Subject Numeric Filing System.

F. Vital Records

(1) The Office of Personnel has advised us of their re-evaluation of records being deposited.

(2) OTR is re-evaluating their program.

G. News

1 a. [redacted] and I attended the AFPA luncheon and heard Arthur Kinnich discuss The White House Secretariat and certain of its records problems.

b. I discussed with Mr. Donald Simon, Chief Records Management Division, State Department, several mutual problems with respect to Records Disposition.

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Mgt/S/R [redacted] fjm (26 June '59)

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